

Greg Dwight - SPO ALERT - Technical Bulletin No. 15

From: spo
To: spo
Date: 7/7/2010 2:20 PM
Subject: SPO ALERT - Technical Bulletin No. 15
Attachments:

SPO ALERT

Date: July 7, 2010

To: State Agency Chief Procurement Officers

From: State Procurement Office

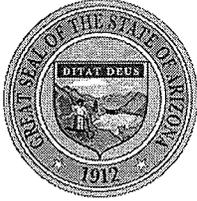
Re: Technical Bulletin No. 15, Copier/Multi-Functional Device Security

Please see attached.

Thank you

"VIP ALERTS are now "SPO ALERTS"
brought to you by the
State Procurement Office
Arizona Department of Administration
<http://spo.az.gov>

Please do not reply to this correspondence.
Any replies shall be made directly to those
persons identified herein. Requests for
SPO ALERTS shall be sent to spo@azdoa.gov



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 15

TITLE **Copier/Multi-Functional Device Security**
REVISION **N/A**
DATE **July 6, 2010**

I. Authority

- A. A.R.S. § 41-2561 Definition
A.R.S. § 41-2562 Duties of the Director
- B. R2-7-401 Preparation of Specifications

II. Definitions

- A. Encryption Hard Drive: A hard drive that encrypts the stored images within the Copier/Multifunctional Device to secure all of the image information.
- B. Data Overwrite Software: Software that is installed at either at the time of purchase or later, that enables the equipment to be "scrubbed" of any and all of its stored images.

III. Policy

- A. Equipment Device Security: This policy is applicable to all State Governmental units, as defined in the Arizona Procurement Code (APC). Effective immediately, all new equipment purchases, new equipment rentals, or new equipment lease agreements, regardless of the procurement method utilized to obtain the equipment, shall include at a minimum, the following security devices:
 - 1. Encryption Hard Drives; AES 28-128 – bit encryption
 - 2. Data Overwrite Software

Each State Governmental unit shall ensure all currently existing and future equipment purchases, rentals and leases adhere to this standard, or exceed this standard if additional security requirements are necessary based upon the business operations.

- B. Individual Components: Any single part or piece of equipment that does not have the ability to retain data shall be exempt from this policy (e.g.; a fuser roll as data is not stored or saved on the roll). Any individually purchased replacement hard drives are required to comply and have the appropriate security devices.
- C. Current Rental or Lease Agreements: Governmental units shall examine and review all existing equipment under any current rental or lease agreement. Should the existing equipment not meet the above standard, the contractor shall be notified to coordinate an approach to achieve compliance with this policy -- renegotiate the agreements to include installation of the security devices to the equipment, or agreement that the State governmental unit shall retain the hard drive at the end of the agreement term.

TITLE Copier/Multifunctional Device Security
REVISION N/A
DATE July 6, 2010

- D. Disposal of Data: Each State governmental unit shall coordinate with ADOA Surplus Property for the proper and secure disposal of data. Agencies also shall comply with the Statewide Standard for Media Sanitizing and Disposal:
http://www.azgita.gov/policies_standards/pdf/P800-S880%20Media%20San+Disp.pdf
- E. Order of Precedent. This publication is not intended or represented to be the official record of laws and regulations under the statutes and rules composing the Arizona Procurement Code. In the event of a discrepancy between this publication and applicable statutes and rules, the statutes and rules shall prevail.

IV. Effective

This Technical Bulletin is hereby authorized and effective 6 day of July, 2010, unless otherwise revised or repealed.



Jean A. Clark, MPA, CPPO, C.P.M., CPPB
State Procurement Administrator